



Department of Housing and Community Development

May 21, 2009

NOTIFICATION OF VACANCY

RECEPTIONIST

(Administrative & Office Specialist II)

POSITION: (WAGE) P14-00-20

Negotiable up to \$12.00 per hour

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development (DHCD) is seeking a customer focused individual to serve as the agency's main point of contact. The selected candidate must be professional, organized, energetic and a self-motivated person to serve as receptionist. Duties: answer incoming telephone calls for main phone line as well as lines specific to three other divisions, assist facility visitors and customers, receive packages and deliveries, contact appropriate agency employee by email or phone for visitors/deliveries, order supplies, coordinate meeting room arrangements, track time sheets, assemble mailing materials and meeting packets, maintain office equipment and other duties as assigned. **Must be available to work 8:00 – 5:00 Monday – Friday. Limited to 1500 hours per/year. Position is not eligible for state benefits.**

QUALIFICATIONS GUIDE:

Excellent customer service and phone etiquette skills. Knowledge of basic office practices and procedures. Proficient with Microsoft Office (Word and Outlook). Excellent verbal and written communications skills. Must be able to work with minimum supervision and handle multiple tasks. Prior receptionist experience. High school diploma or equivalent.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <https://jobs.agencies.virginia.gov> BY, THURSDAY, JUNE 4, 2009, 5:00 p.m. EST.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process